

**Engage with Age**

**Application Form**

Please complete in **black ink or type**. Please do not include a CV as short listing will be based on Application Forms only

|  |  |
| --- | --- |
| **Position applied for** | **Development Officer, South Belfast** |
| **Closing date** | **4pm Thursday 29th August 2024** |

**Engage with Age is committed to treating job applicants fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process.**

**Information for applicants**

Please complete all sections of the application form in full.

Applicants are not permitted to alter the format or content of the application form in any way.

Applicants must ensure that all information is provided within this form. CV’s will not be accepted.

This application form should be used to highlight relevant and appropriate experience, in

accordance with the required competencies and essential & desirable criteria outlined in the job description and person specification.

Please email, post or hand deliver the completed forms by **4pm Thursday 29th August 2024.**

**Email** to [info@engagewithage.org.uk](mailto:eamon.quinn@engagewithage.org.uk) Please request a read receipt as proof of delivery.

**Post or hand deliver** to PAL Project Groups Job Application, Engage with Age, East Belfast Network Centre, 55 Templemore Avenue, Belfast, BT5 4FP.

Engage with Age does not accept liability for applications that are not delivered by the application deadline.

1. **Personal**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Home address** |  |
| **Email address** |  |
| **Mobile Number** |  |
| **National Insurance Number** |  |
| **Please advise if you need us to make any reasonable adjustments for interview. If applicable, please state what these may be.** | |
| **Driving licence**  Are you able to drive/ access transport as this role requires travel? |  |
| NB: The above driving licence criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK, *e.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.* |  |

1. **Applicant education/ qualifications.**

Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.

**Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Examining Body | Level Attained | Grade | Year |
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**Relevant third level education and above (if applicable)**

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| --- | --- | --- |
| Degree/Diploma/Certificate | Result | Date Obtained |
|  |  |  |
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**Relevant membership of professional bodies** (and courses attended)

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| --- | --- | --- | --- |
| **Date To/From** | | **Details** | **Grade of Membership** |
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1. **Applicant Employment History- Current or recent employment**

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| --- | --- |
| **Employer’s name and address** | |
| **Job title** | **Dates of employment in this role, from and to.** |
| **Salary and benefits** | **Notice period** |
| **Reason for leaving** | |
| **Please give details of your present or most recent job responsibilities.** Please also use this space to also provide any Information you feel may be relevant to this application. | |

**4. Previous employment / voluntary work – in date order, most recent first.** Please give details of all posts held, even if different posts with your present/ most recent employer, and continue on a separate sheet if necessary and attach it to the Application Form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
|  | | | | |

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| **Please give details of any gaps in employment** |

**5. Experience and relevant skills**

Please demonstrate, through examples, evidence of the following core competencies as found on the **Personnel Specification.** Please continue on a separate sheet if necessary and attach it to the Application Form. Meeting the essential and desirable criteria will be measured by the appointment panel through a combination of both application form and interview.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Essential Criteria - Experience**   1. **Three years’ recent experience of working in a community development role and delivering projects:** 2. **Three years’ recent experience of working with groups in a community setting:** 3. **Demonstrable experience of organising group activities and programmes:** 4. **Experience of monitoring and evaluation and gathering information to support report writing to funders:** 5. **Demonstrable professional experience of delivering health and wellbeing programmes in a community and/ or health context.** 6. **Working knowledge of community development practice.** 7. **Knowledge of health and social well-being issues that affect older people.** 8. **Please indicate how you meet the remainder of the essential and desirable criteria (word limit 200 words).**  |  |  |  | | --- | --- | --- | | **Please tick** | **Yes** | **No** | | **Proficient in the use of social media, MS Office, Excel, Outlook, Word, PowerPoint, Zoom and video conferencing.** |  |  | | **Ability to travel throughout Belfast and occasional travel to other parts of Northern Ireland.** |  |  | | **Ability, on occasions, to work outside office hours.** |  |  | |

**6. Other information**

**Disability Discrimination Act**

**A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” *(Disability Discrimination Act 1995)***

**Do you, in accordance with the above, have a disability?**

**Yes**

**No**

**Do you require any reasonable adjustments to be made to support and assist you if called for interview? If yes please specify in the box below.**

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**7. Access NI and other checks**

**Please be advised that Engage with Age adheres to the Access NI Code of Practice and has a policy on recruitment of ex-offenders and handling, use, retention and disposal of disclosure information. Copies of these documents are available upon request from the Director.**

**Any offer of employment made is conditional on a satisfactory personal declaration/ disclosure and appropriate Access NI and background checks. Any wilful misstatement may lead to disqualification or, if appointed, dismissal.**

**8. Referees**

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| Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative or a friend. | | |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Relationship to you:** |  |  |
| **Position held:** |  |  |
| **Company Name and Address *(including postcode)*** |  |  |
| **Telephone No:** |  |  |
| **Email Address:** |  |  |

**9. Declaration**

I certify that the information is correct. I understand that any false or misleading information may result in no further action being taken in respect of progressing this application, or if appointed, dismissal from the service of Engage with Age. I understand that any job offer made, and any subsequent employment with Engage with Age, may be withdrawn in the event of unsatisfactory references and/or Access NI background checks.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Engage with Age will hold personal data enclosed in this application in accordance with data protection regulations.

**10. Further Information**

For further information on Engage with Age visit:

<https://engagewithage.org.uk/>

<https://www.facebook.com/EngageWithAgeBelfast>

<https://twitter.com/Engage_With_Age>

Telephone 028 9073 5696

Email [info@engagewithage.org.uk](mailto:info@engagewithage.org.uk)